



U.S. Senate
Office of the Secretary

HUMAN RESOURCES

Vacancy Announcement

POSITION:

COMMITTEE SCHEDULING COORDINATOR

DEPARTMENT:

Daily Digest

SUMMARY:

See Attached Position Classification

OFFICE HOURS:

Legislative staff office hours are dictated by Senate floor activity; may require long, irregular hours.

SALARY RANGE:

\$46,955 - \$72,780

CONTACT:

Human Resources
Room SH-231B Hart Building
Fax: 202-228-3603

POSTING DATE:

July 25, 2008

**DEADLINE FOR
APPLICATIONS:**

August 8, 2008 Applications will NOT be accepted after 6:00 p.m.
Fax or hand deliver applications. Do NOT mail. No phone calls please.

*** New *** E-mail your submission to resumes@sec.senate.gov.
Put the title of the position you are applying for in the Subject of your e-mail. If you do not reference the position you are applying for in the subject of your e-mail, your information may not be forwarded for further consideration.

All applicants should submit a Secretary of the Senate Application for Employment with a cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview.



COMMITTEE SCHEDULING COORDINATOR

NATURE OF WORK

This is administrative work recording and updating historical information for publication in the Daily Digest. Work includes gathering information on committee schedules and assisting the Assistant Editor, Daily Digest with reporting information for the Daily Digest. Work is bound by the Standing Rules of the Senate and specific office policy and procedure. Work is performed under the immediate supervision of the Editor, Daily Digest.

ESSENTIAL FUNCTIONS

Obtains committee scheduling information and makes revisions to the schedule per notification from committee staff; enters pertinent committee and hearing information into database; tracks the committee status of bills, nominations and treaties.

Clarifies and/or resolves any questions or concerns regarding committee schedule with designated committee point of contact.

Confirms future (week ahead) committee meeting or hearing schedules with designated committee point of contact; and enters projected schedule into database for publication in the Daily Digest.

Records public laws for publication in the Daily Digest; provides assistance to Assistant Editor, Daily Digest with summarizing committee reports and preparing committee information for publication in the Daily Digest; and assists the Editor, Daily Digest as needed.

Cross trains within the Daily Digest and with other legislative staff positions at the direction of the Editor, Daily Digest, Secretary of the Senate or Legislative Clerk.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and on the floor of the Senate Chamber and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

MINIMUM QUALIFICATIONS

Work requires an Bachelor's Degree in English, Journalism, History, Political Science or related fields, with one to three years of legislative administrative experience; or an equivalent combination of education and experience that provides the following knowledge, skills and abilities:



Knowledge of the legislative process, Senate procedures, organization and congressional documents/terminology.

Knowledge of English grammar, punctuation, sentence structure, spelling and vocabulary.

Ability to use computer and relevant software packages.

Ability to use tact and diplomacy when dealing with others.

Ability to work extended and unscheduled hours as dictated by the Senate schedule.

Ability to communicate effectively, both orally and in writing.

Ability to comprehend legislative material and prepare concise written abstracts that conform to established requirements.

Ability to follow departmental rules, regulations, procedures and functions.

Ability to maintain professionalism in and around the Senate Chamber.

Ability to process, sort and file forms and records.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.